

Guidelines to fill in the Erasmus Learning Agreement

The Learning Agreement is an official ERASMUS document that guarantees the recognition of courses abroad. Before your departure it has to be submitted to the **Responsible Person** at your host institution by scan in one file either in word or pdf

(the printed or pdf version of the LA is still valid until the summer semester 2022. From the winter semester 2022/23 onwards, only digital Learning Agreements will be accepted. Your university will inform you accordingly).

In order to receive financial support it has to be completely and correctly filled in.

Step by Step

There are different sections in the document: „*Before the Mobility*“, „*During the Mobility*“, „*After the Mobility*“.

Initially, only the „Before the Mobility“ section is relevant to you.

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Academy of Fine Arts Munich	Fine Arts / Interior Design BA/MA Architecture MA etc.	D MUNCHEN04	Akademiestr. 2-4 80799 München	Germany	Johanna Aigner aigner@adbk.mhn.de Tel.: +49 89 3852 145	

Before the Mobility

Educational components (Tables A and B)

The Learning Agreement must include all the educational components to be carried out by the student at the **Receiving Institution (in Table A)** and it must contain as well the group of educational components that will be replaced in his/her degree by the **Sending Institution (in Table B)** upon successful completion of the study programme abroad. The objective is to make clear that there is **no need to have one-to-one correspondence between the components** followed abroad and the ones replaced at the Sending Institution. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution.

Study Programme at the Receiving Institution

Table A

Planned period of the mobility: from [month/year] _____ to [month/year] _____

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
<i>Our course catalogue is usually published shortly before the semester starts, so please enter your main subject/class here first.</i>			
<i>Example of a possible course allocation:</i>			
1. Artistic work in class / project work			
2. Workshop (e.g. new media, metal, wood, ceramics, etc.)			
3. Theory			
<i>As soon as you are in Munich, courses/seminars can be added/deleted in the 2nd part of the Learning Agreement (During the Mobility).</i>			
			Total: 30/60

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

Table B	Recognition at the Sending Institution			
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
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In countries belonging to the European Higher Education Area (EHEA) an academic year of full-time study is normally made up of educational components totalling 60 ECTS credits (30 ECTS / semester)
If you need a grade, please let your teachers know at the beginning of the semester.

Course Catalogue AdBK Munich:

<https://www.adbk.de/en/studium/vorlesungsverzeichnis.html>

Signatures

The Learning Agreement must be signed by the respective responsible persons. In Munich, the Learning Agreement for Incoming students is **signed by your class professor** or his/her assistant.

You can find the contact details on our website under the following link:

<https://www.adbk.de/en/akademie-en/academic-staff/professors.html>

(Please send the Learning Agreement directly to your professor/assistant at the AdBK).

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution	your class professor / assistant at AdBK				

During the Mobility

Exceptional Changes to the Study Programme

Any party can request changes to the study programme within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request. In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

After the Mobility

Recognition Outcomes

At the beginning of your studies at the AdBK you will receive a document called „Sammelschein“ (certificate to collect signatures for courses taken) to confirm your participation in the courses, workshops, etc., which you will have signed by the respective teachers during your stay. (Grades will also be entered here, if applicable).

At the end of your stay, please hand in this certificate to Ms. Heck at the Studierendensekretariat (Office of Academic Affairs) so that your Transcript of Records can be created.

AdBK Munich commits to provide the sending institution and the student with a Transcript of Records within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

The actual start and end dates of the study period will be included in the Learning Agreement „After the Mobility“.

